

Rec. Mgt 2-2

21 OCT 1959

BRIEF FOR: Director of Central Intelligence

SUBJECT : Review of Proposed U. S. Government Correspondence Manual

1. The attached letter for your signature is in reply to Mr. Floete's request for our review of the proposed manual.

2. [] who is referred to in the letter, was a member of the working committee that developed the manual. I feel that he is the logical person to represent CIA with respect to recommending minor changes in the manual.

Signed

[]
Chief, Management Staff

Distribution:

Original - DCI
1 - DD/S
1 - RMS ✓

JRH
10/21/59

[Signature] *10/21/59*